POSITION: Electronic Communications Specialist

POSITION SUMMARY:

The Electronic Communications Specialist serves as a key person for communications with IHM Sisters, Associates and other internal and external audiences. The major responsibilities of the Electronic Communications Specialist include all aspects of the IHM website, social media accounts and video production/editing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Website
   a. Serve as gatekeeper and primary publisher of all IHM web content
   b. Update, maintain and create web pages as necessary
   c. Audit navigation sections and provide ongoing assessment to maintain a quality and up-to-date website
   d. Review new content to provide consistency in professional communications standards
   e. Manage web mail, which includes external, incoming messages and fielding general inquiries, requests for information, routing mail to sisters, offices, etc. as appropriate.
   f. Diagnose, assist, resolve web issues
2. Write, edit, proof and coordinate production of electronic materials for publication.
3. Compose and publish twice-weekly congregational electronic news and monthly IHM Sisters’ E-News
4. Maintain and update the congregational listserv
5. Video production and editing as requested
6. Keep up to date with web and social media trends
7. Edit the obituaries provided by the General Secretary and provide the funeral home with the sister’s obituaries and photos.
8. Coordinate response to congregational email inquiries and requests
9. Coordinate, write, revise and edit advertising both digital and via social media.

QUALIFICATIONS:
1. Associate’s or bachelor’s degree in communications or related field
2. Minimum of two years website management experience (WordPress platform preferred)
3. Proficiency with social media, including creating analytical reports
4. Proficiency with video recording and editing
5. Proficiency in the Adobe Creative Suite, particularly with Photoshop, InDesign and PremierPro
6. Excellent verbal and written communication skills, including sound knowledge of grammar, punctuation and spelling